Cartwright Vehicle Conversions Ltd

Sheephouse Wood

Stocksbridge

Sheffield

England

S36 4GS

Attn: [REDACTED]

Email: [REDACTED]

Date: Wednesday 12th May 2021

Contract ref: CCVC21A01

Dear [REDACTED],

**Award of Contract for the Provision of Vehicle Conversion Services**

Further to your submission of a bid for the above Procurement, on behalf of Home Office (the “Authority”), I am pleased to inform you that you ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submission.

The call-off contract shall commence Thursday 13th May 2021 and the Expiry Date will be Friday 12th May 2023. There is no option to extend. As is a call-off Contract and as such volumes of work cannot be guaranteed and the value of the Contract shall not exceed £2,000,000.00 (ex VAT). A full break-down of the contract charges can be found at Annex 2 – “Contract Charges” of the Order Form and Contract Terms” document

There shall be two Contracts awarded for this requirement. Work will be allocated on a request-by-request basis, with your company will be selected on an equitable rotational basis. As your bid ranked first in our evaluation, you will be engaged with first. Further information on the rotation can be found at Annex 1 – “The Services of the “Order Form and Contract Terms” document.

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This procurement activity was a Call Off under Commercial Agreement RM3814 – Vehicle Conversion Services and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those terms and conditions.

Please print and sign a copy of this letter and forward to the Procurement Lead electronically via the e-Sourcing Suites’ messaging service by 17:00 hours BST Wednesday 12th May 2021. You are reminded that no engagement with the Contracting Authority is permitted until a copy of the signed contract is received.

A copy signed on behalf of the Contracting Authority will be returned for your records.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours sincerely,

[REDACTED]

Signed for and on behalf of Home Office

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